

## FORWARDING INCOMING CALLS

If you are out of the office temporarily, or know you will be away for an extended period of time, you may want to forward your incoming calls directly **to your voicemail OR to a different number**.

Follow these steps to forward incoming calls:

1. Press the **CFwdALL** soft key (call forward all).



2. Enter the phone number to which the calls will be forwarded.  
If you are on campus, enter the 4 digit extension number only.  
To enter an off campus number, enter 8+ area code + phone number.



3. To **turn off** forwarding, press the CFwdALL soft key.

## INCOMING CALLS and THE 'I-DIVERT' KEY

If your phone rings while in the office, and you are unable to take the phone call, you may press the 'iDivert' soft key to immediately forward the call to voicemail,.



<http://support.rollins.edu/phone>.

## CALL TRANSFER

To transfer a call, follow these steps:

1. Press transfer soft key.
2. Enter the extension you are transferring to.
3. Press transfer soft key again to exit.